

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

Department for Children and Families		K0170442	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Administrator III			Position Number
3. Division Family Services			12. Proposed Class Title Public Service Executive I			
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation				
5. Unit Assessment and Prevention		14. Effective Date				
6. Location (address where employee works)		15. By	Approved			
City County	Personnel	16. Audit Date: By: Date: By:				
7. (circle appropriate time) Full time Part time Perm. Temp. Inter. %		17. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM						

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

This position was vacant in the agency's reserve pool. A Public Service Executive I classification is required to fill the need of newly created positions resulting from the PPS agency reorganization.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Stacey R Tweedy	Assistant Regional Director	K0163225

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Stacey R Tweedy	Assistant Regional Director	K0163225

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Meets with superiors to obtain approval, information, and direction and to discuss problems relating to administration of services.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); **to whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
I. 40% E	<p>This position manages operations of Prevention and Protection Services (PPS) FACTS, IV-E Eligibility, monitoring Permanent Custodianship subsidies, and Program Improvement functions within the 65-county West Region which provides services to at-risk and vulnerable Kansans. This position provides guidance and direction to regional PPS supervisors and staff within the assigned region.</p> <p><u>Human Resource Management</u></p> <ul style="list-style-type: none"> — Provides leadership, guidance and direction to supervisors of the FACTS, IV-E Eligibility and Case Reader units in all matters involving program administration and management in the West Region. Monitors Permanent Custodianship subsidy process for the region. — Insures recruitment, selection and hiring actions meet civil service guidelines and personnel rules and regulations. — Sets and communicates expectations regarding performance, behavior, attitude and conduct that are measurable, understandable, verifiable and reasonable. — Confronts poor performance or behavior and addresses issues in a prompt manner according to personnel rules and regulations. — Effectively uses available tools, including probationary period, to address poor performance, takes disciplinary action when appropriate and documents consistently. — Actively supports the development of knowledge and skills to perform at a high level. — Ensures necessary training and resources are available and used promptly. — Creates and values a learning environment and provides recognition for efforts of others when high or improved performance is attained. — Promotes awareness of total quality management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach. — Maintains an efficient compliment of staff and increases staff productivity by using personnel management, orientation and knowledge of state personnel policies and practices. — Assists in evaluating program changes and outcomes to identify training needed in order to effectively implement CFS policies, programs or procedures. <p><u>Program/Policy</u></p> <ul style="list-style-type: none"> — Assists the Assistant Regional Director in organizing the operations of the FACTS, IV-E Eligibility and Case Reader units in the West Region — Oversees identification and implementation of policy and procedures for the units, monitoring work flow and provides coordination with Central Office outcomes and expectations. — Assigns tasks in order to maintain the efficiency, accuracy and effectiveness of the delivery of services for the operations of each unit, identify needs and trends as well as maintain compliance with all applicable statutes, regulations and policies. — Implementation and planning of service delivery also includes supervising PPS unit supervisors within the region. — Monitors effectiveness of program operations, training and direct changes and improvements as necessary. This includes the identification of training needs and recommends appropriate corrective actions. — Provides and communicates the Performance Improvement Management information received from the Performance Improvement Supervisor to Assessment and Prevention, Foster Care Contract, and Support Services staff. Management information will include performance patterns and trends, and specific opportunities for performance improvement. — Provides and communicates the Performance Improvement Management information with Assessment and Prevention Administrator(s) and Foster Care Contract Administrator(s). — Provides and Communicates Performance Management information to staff within Support Services and assist them with their planning and implementation of specific opportunities for improvement.
II. 35% E	

III. 25% E

Resource Management

- Assists in the management of the Regional PPS resources, including staff, to ensure their actions are consistent with program policies, rules and regulations.
- Assures effective working relationships with all DCF staff and community stakeholders and partners.
- Manages the allocation of funds for operation of PPS programs, monitors expenditures and plans for future expenditures.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - (X) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
Program Consultant I/FACTS Supervisor	K0162754
Program Consultant I/FACTS Supervisor	K0163071
Human Services Supervisor/Program	
Improvement Supervisor	K0163089
Public Service Administrator II	K

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 - () Major program failure, major property loss, or serious injury or incapacitation.
 - (X) Loss of life, disruption of operations of a major agency.
- Please give examples.

Current policy interpretation and program service delivery is critical. If the Agency is not responsive, death or serious injury to Kansas citizens could occur. Failure to perform essential functions would cause severe financial and emotional hardship for customers. Failure to monitor program operations could result in impaired or ineffective service delivery to customers. Personnel management is imperative to ensure actions are taken which comply with civil service and other guidelines established through statutes or regulations. Failure in this area could result in the Agency's liability or lawsuits.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Regular verbal and written communication is necessary with staff immediately supervised. There is also communication and collaboration with other agency program administrators, supervisors and administrative staff. Frequent contact with the public includes contact with other agencies and speaking engagements. Communications are made to ensure that policy and procedures are correctly followed and that concerns are addressed in a responsive, time-sensitive manner.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The overall administrative program responsibilities involve stress on a daily basis. Decisions made affect individual and family situations. May deal with angry and hostile individuals. The potential for legal liability exists. Must be able to travel, operate a motor vehicle, and be away from their home or office for periods of time when attending meetings, trainings, and conferences.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily use of computer, e-mail, laser printer, telephone, fax, copier, and general office equipment. Regular use of a vehicle is required for travel in and around the Region and the State.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - Special or professional

License, certificates and registrations

Special knowledge, skills and abilities

Experience - Length in years and kind

One year experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Experience with Prevention and Protection Services in social service program delivery and/or administration; supervisory experience; policy; planning and implementation

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date